9/10/26 4:00 2609-13/16
9/11/24 3:11

DepEd Ozamiz City
RELEASED
By:
Date: 9/11/26

Republic of the Philippines
**Department of Education**
REGION X – NORTHERN MINDANAO
**SCHOOLS DIVISION OF OZAMIZ CITY**

September 10, 2026

**DIVISION MEMORANDUM**
**No. 449 , s. 2026**

**NOTICE ON POSTED SELECTION LINE-UP FOR ADMINISTRATIVE OFFICER IV POSITION**

TO : Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
Division Office Personnel
This Division

1. This is to inform the field that the Selection Line-Up for Administrative Officer IV position are already available and viewable at our Division Website: https://ozamiz.deped.gov.ph/
➡ *Resources* ➡ *Issuances* ➡ *Divisional Memoranda*

2. The Recruitment and Evaluation processes were based on DepEd Order No. 7, s. 2023 and DepEd Order No. 21, s. 2025.

3. Further, this Office observed the Equal Employment Opportunity Principle (EEOP) in all the steps undertaken in the recruitment and evaluation process. Hence, all decisions and actions were based solely on the guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

4. Immediate dissemination of this Memorandum to all concerned is enjoined.

**DIONESIO L. LIWAGON JR., CESO VI**
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

References: As stated
To be indicated in the Perpetual Index under the following subjects:

HIRING SELECTION LINE-UP RECRUITMENT
RJRG/DM – Notice on Posted Selection Line-Up for Administrative Officer IV
___/September 10, 2026

Republic of the Philippines
**Department of Education**
**REGION X – NORTHERN MINDANAO**

**SELECTION LINE UP**

Vacant Position: **Administrative Officer IV**
Item No. : OSEC-DECSBADOF4-660013-2026
Education Bachelor's degree relevant to the job
Experience 1 year of relevant experience
Training 4 hours of relevant training
Eligibility Career Service Professional / Second

| | QUALIFICATION STANDARD | | | | |
|---|---|---|---|---|---|
| **No.** | **Application Code** | **Education** | **Experience** | **Training** | **Eligibility** |
| 1 | 2026-AOIVP-001 | BSBA | TECHNICAL SUPPORT ASSOCIATE, SECRETARY - 5 YRS | SEMINAR ON FINANCIAL LITERACY, CUSTOMER SERVICE AND 5S AND DOCUMENT CONTROL - 9 HOURS | CS PROF |
| 2 | 2026-AOIVP-002 | BS CIVIL ENGINEERING | SUPPLY OFFICER III/ JULY 1, 2017 TO JUNE 30, 2025/ NATIONAL IRRIGATION ADMINISTRATION - 8 yrs | GOVERNMENT PROCUREMENT REFORM ACT AND LATEST REVISED IMPLEMENTING RULES AND REGULATIONS - 24 hours | PRC- CIVIL ENGINEER |
| 3 | 2026-AOIVP-003 | BSHRM | BRANCH SUPERVISOR/ KIM SAN FOOD PRODUCTS TRADING / MAY 16, 2024 TO SEPTEMBER 30, 2025 - 1.4 yrs | ONLINE BOOKKEEPING COURSE - 12 hours | CSC PROF |
| 4 | 2026-AOIVP-004 | BSCPE / CAR MPA | AO II DEPED OZAMIZ - 8/16/2024 to PRESENT - 2 yrs. | PROPERTY AND SUPPLY MANAGEMENT SYSTEM - 32 hours | CSC PROF |
| 5 | 2026-AOIVP-005 | BSC-MANAGEMENT; MPA | ADMINISTRATIVE OFFICER II FROM AUGUST 16, 2024 TO PRESENT/DEPED OZAMIZ - 2 yrs | NEW GOVERNMENT PROCUREMENT ACT (NGPA) - 24 hours | CSC PROF |
| 6 | 2026-AOIVP-006 | BACHELOR OF SCIENCE IN COMMERCE / MPA | AO II DEPED OZAMIZ - 02/15/2021 to PRESENT - 5 YRS | SEMINAR-WORKSHOP ON PREPARATION AND SUBMISSION OF BUDGET EXECUTION DOCUMENTS FOR FY 2026 - 24 HOURS | CSC PROF |
| 7 | 2026-AOIVP-007 | BSBA MAJOR IN FINANCIAL MANAGEMENT | AO II DEPED OZAMIZ - 11/27/2020 to PRESENT | SEMINAR-WORKSHOP ON PREPARATION AND SUBMISSION OF BUDGET EXECUTION DOCUMENTS FOR FY 2026 - 24 HOURS | CSC PROF |
| | | | | | |

Prepared by:
**RICHEL C. ELLIMA**
Administrative Assistant III

Certified Correct:
**ADDA LIZA J.SAQUIN**
PLANNING OFFICER-ALTERNATE HRMO

Noted by:
**DR LUISANDER C. LUY, CESE**
Education Program Supervisor
OIC- Office of the Assistant Schools Division Superintendent
Chairman/HRMPSB